



DEPUTY CHIEF BUILDING OFFICIAL JOB DESCRIPTION

2024

Position Title: Deputy Chief Building Official

Report to Title: Chief Building Official

Position Details

Position status (Full time, part time, seasonal, or contract): Full time

Pay method (Salary or Hourly): Salary

Normal workweek: 35 Hour work week with some after hour meetings

Municipality of Central Huron Values/Vision/Mission Statement

The Municipality of Central Huron is a dynamic, healthy, safe and prosperous community for people of all ages to live, work and play. The Municipality of Central Huron Council and Staff will provide for a safe and sustainable community through excellence in the delivery of municipal services and strong innovative leadership.

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

- Enforcement and administration of the Ontario Building Code, Municipal bylaws, and associated legislation/regulations to assure the structural soundness of buildings and safety/accessibility of occupants. This includes leading and managing day-to-day administration of the building permit application process, plans review, inspection, and investigating building related complaints
- This position will be the main inspector for septic and plumbing installations
- Perform the statutory duties of the Chief Building Official in their absence as required by the Building Code Act (BCA) and the Ontario Building Code (OBC)

2) Key Responsibilities

Operations & Program Delivery

- Monthly chapter meetings, to discuss code issues, building product innovations, construction issues
- Training courses to keep up with the constant changes to the building code, and building science
- Code interpretation - given the document is written in legal language, there is a constant need for discussion with peers, builders, and the general public
- Plans review - reading and interpretation of drawings to be sure of OBC compliance
- Inspection - on site inspection of construction - talking with builders about the code requirements

- This position will be the main inspector for septic and plumbing installations
- Administration - answering calls from the general public, peers, designers, and builders relating to the Building Code and Municipal By-laws
- Maintaining good records of daily activities and filing documents appropriately
- Provide building-related perspective and input for planning group meetings (i.e. pre-consultation meetings for potential developments etc.)
- Ensures compliance with the Official Plan, Zoning By-law and the Ontario Building Code and Act and any other applicable laws or regulations
- Assists the property owner/developer in the interpretation of the applicable statutes
- Alternate member of the Municipal Emergency Control Group - will maintain the current understanding of the Central Huron Emergency Plan, the responsibilities as assigned and attend the annual review of the emergency plan

Human Resources (HR)

- Does not manage but assigns work to Building Clerk

Material Resources

- Maintenance of Vehicle
- Storage of Building Plans
- Building Code Updates/CSA Standards

Health & Safety

- Work in a safe manner

3) Key Relationships to be Managed

External

- Legal Counsel - yearly, very important to protect the Municipality from liability
- Local Engineering Firms - monthly, very important to help with large scale projects, and problem solving
- Conservation Authorities - monthly, important for protection of sensitive lands
- Peers - weekly, extremely important, networking with peers is the greatest learning tool
- Designers - daily, personally find its best to work with designers for ease of plans review and client relations
- Planning Department - weekly, important to aid a client with any property/zoning matters

Internal

- All office staff - very important to function as a unit for strength, mental balance, and it gives the public a sense of unity

Public Relations

- Keeping the building department area of the website fresh and informative
- Maintaining the above noted external relationships
- Maintaining a professional yet approachable demeanor

4) Creativity

- Develop by-laws relating to property and building (new or updating)
- Check Lists to aid in plans review
- Indexing of the Code

5) Autonomy

- Independently for the most part
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B – QUALIFICATIONS

1) Formal Education and Training

Diploma/degree/certificate

- 5+ years of building construction or trades experience.
- Community College diploma in Building Sciences, Engineering Technology, or Architectural Technology, OR a University Degree in related Engineering or Architecture (an asset)
- Must hold provincial qualification as requirements in the following categories as set out in the Ontario Building Code Act: such as but not limited to Legal Powers and Duties of CBO, House, HVAC House, Small Buildings, Complex Buildings, Building Services, Building Structural. Plumbing House, Plumbing All Buildings, On-Site Sewage Systems are all assets

Professional designation/certification

- Must hold the mandatory requirements as set out in the Ontario Building Code Act: such as but not limited to Legal Powers and Duties of CBO, HVAC House, Large Buildings, Small Buildings, House, Building Services, Complex Buildings, Building Structural

License

- Valid G Driver's License

2) Other Systematic Formal Instruction

- Microsoft Work/Office
- MDS
- GIS
- Cloud Permit or equivalent permit software

3) Ongoing Personal Development

- Updating and training is required if the person carries the CBCO designation.
- Provincial re-qualification
- Constant updating of OBC as the code changes/updates

4) Work Experience

- 5+ years of Inspector experience

5) Decision Making Authority and Judgment Skills

- Issuance of building permits
- Interpretation of the Code to designers, builders, and the public
- Issuance of orders under the Building Code Act

6) Problem Solving Skills

- Problem solving a design error or construction error depending on the error, can involve peers, experts, code research, the Ministry of Municipal Affairs and Housing, and your own judgement.

7) Interpersonal and Communications Skills

- Provide Council with reports regarding the operations of the Building Department

- Communication with the general public, developers, contractors and staff is essential
- Negotiation, conflict resolution and problem-solving skills, as well as confidentiality and professionalism.

8) Leadership skills

- Aids the building department in providing consistent direction to the Chief Building Official, Planning Clerk, and Building Assistant.
- Must be a self starter and strategic thinker

9) Personal Organization and Time Management Skills

- Must be able to manage time.

10) Other Required Skills (practiced ability) not already listed above

- Use of various office computer software

11) Required Knowledge (familiarity gained through experience) not already listed above

- Knowledge of the Ontario Building Code & Act, and The Municipal Act
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C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- Must be able to work in construction zones and office environments - sitting, standing, climbing, walking, and driving
- Working outdoors with heat/cold
- Usually can change positions when needed

2) Mental Effort and Environment

- Mental Stress
 - Can be intense given the demands
 - On a job site, must use all four senses
 - High level of mental attention is required, accuracy and timeliness regarding permit applications
 - Some meetings are lengthy and require sitting for long periods of time
 - Reviewing agreements and data input of lengthy documents
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D – KEY PERFORMANCE MEASURES

- Meeting all deadlines for projects/tasks done on time
- Ensuring the organization works within the annual budget
- Providing Council with timely, accurate information, allowing them to make proper decisions
- Provide professional customer service, treating all information in a confidential manner
- Maintain collaborative, effective working relationships